



Language Access Plan

2019 CDBG-DR

Oklahoma Department of Commerce
Effective Date: May 10th, 2023



OKLAHOMA
Commerce

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Introduction

The Oklahoma Department of Commerce/Community Development division (ODOC/CD) understands that vulnerable populations, including those with Limited English Proficiency (LEP), are the most challenging populations to help after a natural disaster. This Language Access Plan (LAP) describes the steps that ODOC/CD will take to provide meaningful and timely access for LEP persons in the State of Oklahoma for the Community Development Block Grant Disaster Recovery (CDBG-DR) program.

ODOC/CD created this Language Access Plan (LAP) to ensure that all language groups in Oklahoma receive the same level of service, regardless of their ability to speak or read English. With the expectation that the LEP population will grow in the future, this LAP was created to be adaptable for the design of programs in future CDBG-DR allocations.

ODOC/CD is committed to providing all citizens with equal access to information about the CDBG-DR program. The State follows the United States Department of Housing and Urban Development (HUD) regulation, 24 CFR Part 1, "Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development - Effectuation of Title VI of the Civil Rights Act of 1964," which requires all recipients of federal financial assistance from HUD to provide meaningful access to LEP persons¹. Additionally, per 24 CFR §91.115(b)(3)(iii), in order to comply with Title VI of Civil Rights Act of 1964 and avoid discrimination on the grounds of race, color, or national origin, all HUD funded programs (CDBG, CDBG-DR, ESG, HOME, HOPWA, HTF) and associated activities administered by ODOC/CD will take reasonable steps to ensure that LEP persons have meaningful access, and an equal opportunity, to participate in benefits and services for which such persons qualify². In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Section 1 of this Plan is the Four Factor Analysis. It looks at the types of languages spoken throughout the State (including DR-4438 eligible counties). Section 2 of this Plan represents the conclusions and steps ODOC/CD will take to provide meaningful access to the CDBG-DR program

¹ See: <https://www.ecfr.gov/current/title-24/subtitle-A/part-1>

² See: <https://www.govinfo.gov/app/details/CFR-2000-title24-vol1/CFR-2000-title24-vol1-sec91-115>

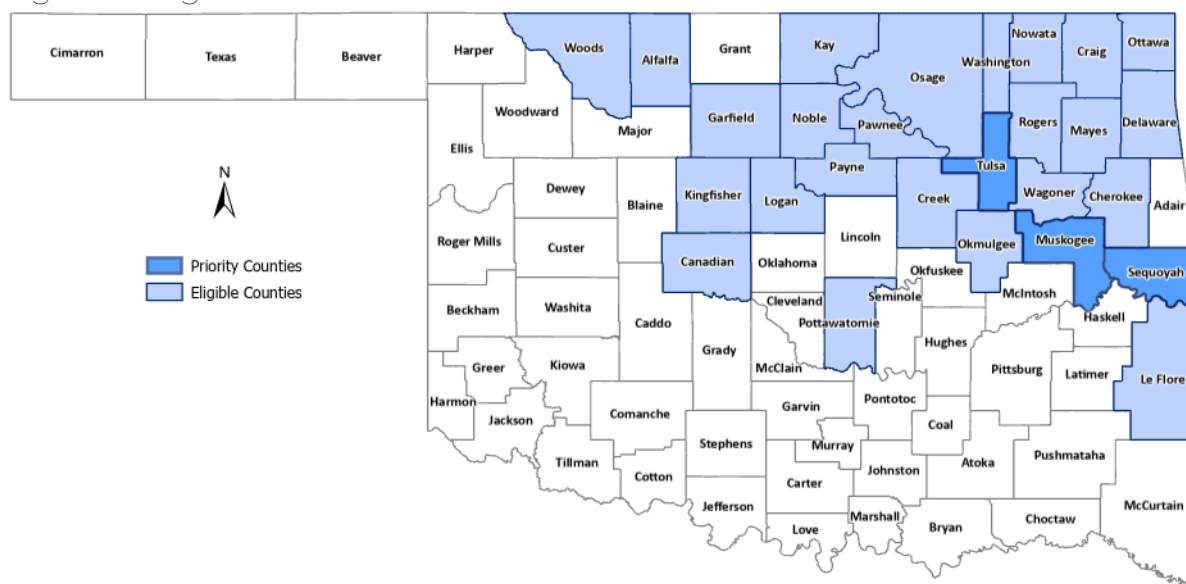
for individuals who are LEP. The Appendix contains a change history. In addition, a copy of HUD Final Guidance on LEP and the Executive Order is provided for ease of reference.

Background to the 2019 CDBG-DR Program

Oklahoma experienced severe storms from May 7, 2019, through June 9, 2019. These storms brought straight-line winds, tornadoes, and significant flooding to several communities throughout the state.

Due to the extensive damage to housing and infrastructure from these storms, an allocation notice was issued by the United States Department of Housing and Urban Development (HUD) in Federal Register Notice 85 FR 4681. This Federal Register Notice states that Oklahoma is eligible to receive an allocation of \$36,353,000 in disaster recovery funds for necessary expenses for activities authorized under Title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et. Seq.) to address long-term recovery needs, particularly in housing recovery that focuses on low and moderate-income beneficiaries. Per the Federal Register Notice, the only areas in which the funding can be expended lie in Presidentially Declared Disaster areas of the state occurring during the incident period (May 7, 2019, to June 9, 2019) as defined under the applicable Disaster Declaration 4438. Within these eligible areas, the Federal Register Notice requires that a minimum of \$29,082,000, or 80% of the total State's \$36,353,000 CDBG-DR funding allocation, must be expended on CDBG eligible disaster related activities in Muskogee County, Tulsa County, and the 74946-zip code of Sequoyah County (see Figure 1).

Figure 1. Eligible DR-4438 Counties in Oklahoma



The remaining funding will be available for CDBG eligible disaster related activities in eligible counties as defined by Disaster Declaration 4438. Applicants from Alfalfa, Canadian, Cherokee, Craig, Creek, Delaware, Garfield, Kay, Kingfisher, Le Flore, Logan, Mayes, Noble, Nowata, Okmulgee, Osage, Ottawa, Pawnee, Payne, Pottawatomie, Rogers, Wagoner, Washington, and Woods are also eligible to submit applications related to the disaster.

For more details about DR-4438, please refer to the State's [2019 CDBG-DR Action Plan](#).

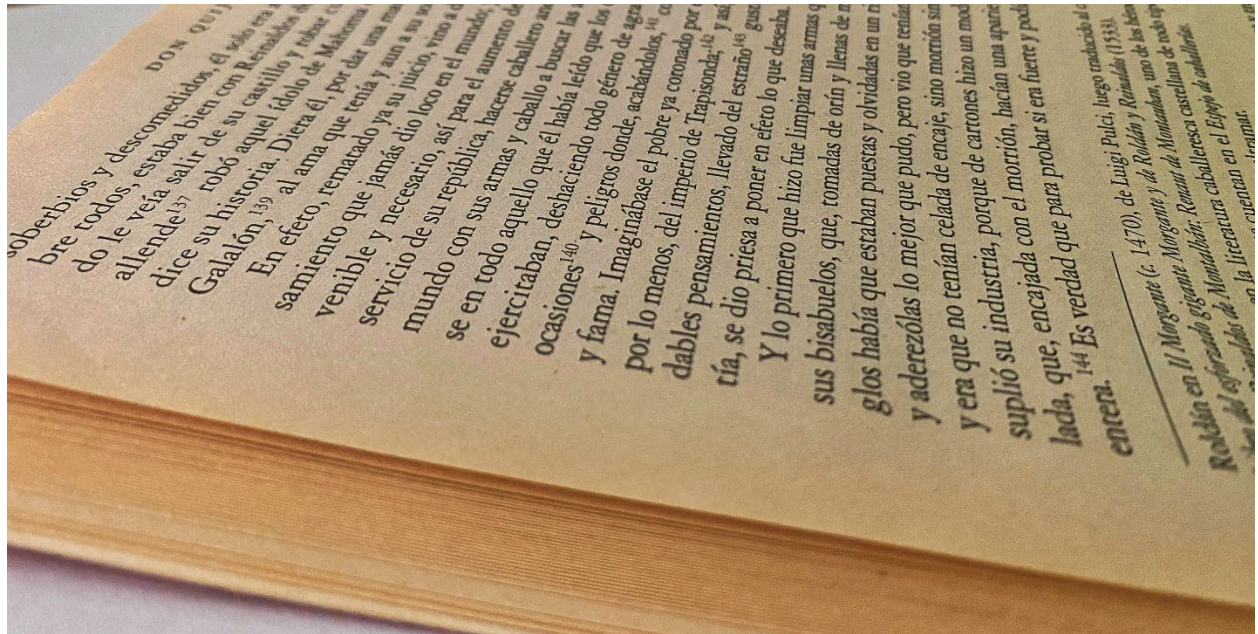
Applicable Version

The most current version of the 2019 CDBG-DR LAP is always the version currently published on the website. ODOC/CD reserves the right to modify the LAP, as necessary. If ODOC/CD updates the LAP, it will be published on the [CDBG-DR website](#).

The specific changes made in each update will be noted in the Change History at the end of the document. At a minimum, ODOC/CD will evaluate new Census data on an annual basis to ensure that the number and proportion of LEP persons is reflected in this plan; and, if required, any changes made to the list of vital documents that will be translated. Changes to the LAP do not require a Notice of Public Hearing or Notice of Public Comment.

Staff Contacts

For questions about this LAP or for assistance with translation and interpretation services and requests, please contact Jade Shain at jade.shain@okcommerce.gov or Rebecca LaVictoire at rebecca.lavictoire@okcommerce.gov



Four Factor Analysis

This section of the LAP uses a method known as the Four Factor Analysis. This is an individualized assessment that balances four factors: the number of LEP speakers, the frequency LEP persons may encounter the program, the importance of the program, and the available resources of the grantee. This analysis can help identify the needs of LEP persons in the State's CDBG-DR program.

The Four Factor Analysis is a flexible and objective tool that guides the level of language assistance that will be provided in the CDBG-DR program, including the written translation of vital documents and oral interpretation. This method is HUD's recommended tool for ensuring that grantees are meeting the requirements for language access and equal opportunity.³

Factor 1: Number or proportion of LEP persons in the population to be served by ODOC/CD

The Federal Register Notice from January 22, 2007 (HUD LEP Guidance)⁴ provides a table that describes the "safe harbor" thresholds for written translation based on the number or proportion of LEP persons in the eligible market area.

Safe harbor thresholds are for only written document translation and *do not* apply for oral interpretation. HUD requires that no matter how few people there are in the eligible market area, oral interpretation should always be available "in some form." Safe harbor thresholds, as described in VI(B)(3) in the FRN published on January 22, 2007, describe how certain grantee activities would constitute a "safe harbor" against a HUD finding that the grantee had not made reasonable efforts to provide written language assistance.

³ Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 72 Fed. Reg. 2732 (Jan. 22, 2007).

https://www.lep.gov/sites/lep/files/resources/HUD_guidance_Jan07.pdf

⁴ Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 72 Fed. Reg. 2732 (Jan. 22, 2007).

https://www.lep.gov/sites/lep/files/resources/HUD_guidance_Jan07.pdf

Table 1: Safe Harbor Thresholds

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

The market area is project, activity, or program specific (2740 FRN January 22, 2007). When there is a greater number or proportion of LEP persons in a market area, the need for translation of vital documents becomes greater. Safe harbor thresholds pertain exclusively to written translation of vital documents and do not apply to oral interpretation between English and the LEP target language, which will always be readily available no matter the number or proportion of LEP individuals.

The Oklahoma Department of Commerce analyzed Census data to determine the number and proportion of LEP persons across the state⁵ and in all 77 counties⁶ of the State. The numbers are compared to the safe harbor thresholds.

LANGUAGES SPOKEN IN OKLAHOMA

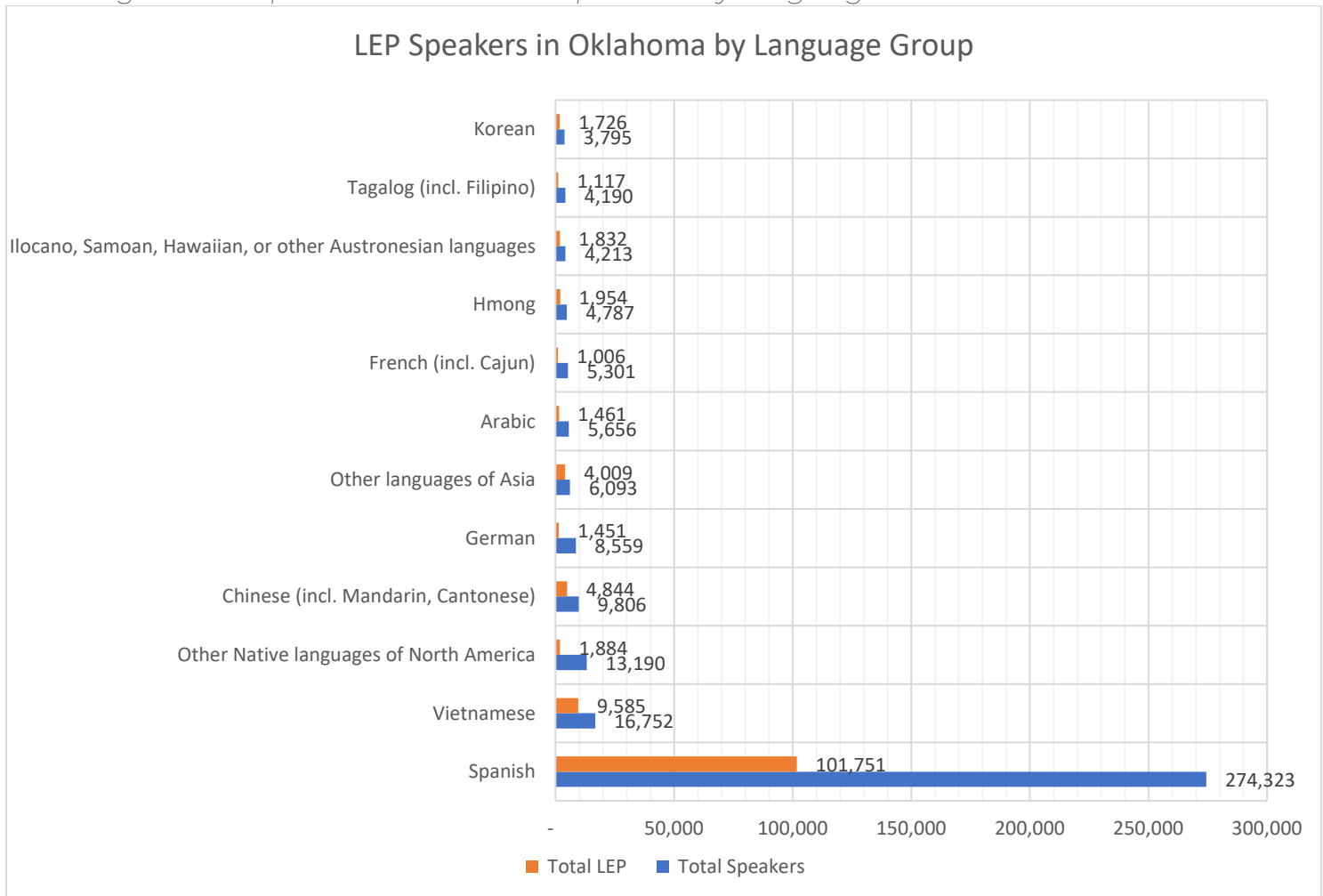
In the State of Oklahoma, Spanish is by far the most predominantly spoken language besides English. The greatest number and proportion of LEP persons speak Spanish compared to any other language. Census data is available for Oklahoma for 43 languages and language groups. The census groups some languages based on similar characteristics and geographies, often when the population of language speakers is small. Figure 2 and Table 2 show data on the number of language speakers and the number of Limited English Proficient (LEP) speakers in that group. Languages were included when the language group exceed 0.10% of the State's overall population. A

⁵ Data Source: U.S. Census Bureau. "B16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

⁶ Data Source: U.S. Census Bureau. "C16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

full table of all the languages and their LEP populations can be found in the Appendix (Table 6).

Figure 2: Proportion of Total LEP speakers by language.



Source: U.S. Census Bureau. "B16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

Table 2: Percentage of LEP Speakers by Language

Language	Total Speakers	Total LEP	Percentage LEP
Spanish	274,323	101,751	37%
Vietnamese	16,752	9,585	57%
Other Native languages of North America	13,190	1,884	14%
Chinese (incl. Mandarin, Cantonese)	9,806	4,844	49%
German	8,559	1,451	17%
Other languages of Asia	6,093	4,009	66%

Arabic	5,656	1,461	26%
French (incl. Cajun)	5,301	1,006	19%
Hmong	4,787	1,954	41%
Ilocano, Samoan, Hawaiian, or other Austronesian languages	4,213	1,832	43%
Tagalog (incl. Filipino)	4,190	1,117	27%

Source: U.S. Census Bureau. "B16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

The statewide data shows that Spanish is by far the widest language spoken in Oklahoma apart from English. The Spanish speaking population also has the largest population of Limited English Proficient (LEP) speakers. The speakers answer that they speak English "less than very well" on the American Community Survey.

It is important to note that Oklahoma also has large numbers of Vietnamese and Chinese speakers (16,752 and 9,806 respectively), and both populations have a considerable proportion of speakers who are LEP (54% and 49% respectively).

"Other Native languages of North America" is another large speaker group. This group does not include Navajo, or languages native to Hawaii, Central America, or South America. It does include Cherokee, Choctaw, and Muskogee, among others. While this group of speakers is the third largest (13,190 speakers) in the state, the proportion of LEP speakers in this group is much smaller (14%). Data on the number of LEP speakers in any individual language in this group in Oklahoma is not provided by the census, to protect the identities of respondents.

LEP IN 77 COUNTIES IN OKLAHOMA

Though English is the predominant language spoken in Oklahoma, the state is home to several other languages as well. Spanish is by far the most spoken language besides English. The largest language groups in the state after Spanish, are Vietnamese, Other Native languages of North America, and Chinese (including Cantonese and Mandarin).

American Community Survey (ACS) data included in the statewide analysis of language groups is not available at the county level, to protect the identities of speakers within smaller language groups. For a county-by-county analysis of language groups, certain language groups have been aggregated. The largest impact of this aggregation for this analysis is that Native North American languages are grouped into a category labeled "Other and

unspecified languages,” which includes native languages from around the world, and comprises at least 877 languages.⁷ This limits the ability for ODOC to conduct a useful analysis of Native LEP speakers at the county level. Because of the large numbers of language groups included in the aggregate categories, they have been excluded from the county level language analysis.

While statewide data provides a useful picture of the predominate languages in the state for Oklahoma’s 2019 CDBG-DR Program, understanding LEP populations at the county level is more valuable for the agencies carrying out the program. In most circumstances, the State acts as a pass-through agency, and the grants are awarded to county or municipal governments. These units of local government are more applicable service areas for the purposes of the language access plan. In addition, the safe harbor thresholds established by HUD are more consistent with smaller service areas. See Table 6 in the Appendix for full data on LEP speakers by county in Oklahoma.

Spanish is the only language in which both the number and proportion thresholds are met in six of the DR-4438 eligible counties (Caddo, Canadian, Garfield, Kingfisher, Le Flore, and Tulsa). See Table 6 in the Appendix for the complete data set.

For DR-4438 eligible counties under Oklahoma’s 2019 CDBG-DR Program, Spanish is the predominant spoken language followed by Vietnamese and Chinese (including Cantonese and Mandarin).

⁷ <https://www.census.gov/content/dam/Census/library/working-papers/2018/demo/SEHSD-WP2018-31.pdf>

COUNTIES THAT EXCEED 1,000 LEP PERSONS

As shown, there are several counties in Oklahoma where the number of LEP persons exceeds the safe harbor threshold of 1,000 persons.

The following seventeen counties have Spanish LEP persons that exceed 1,000 persons or 5% of the total population: Beaver (9.58%), Blaine (5.60%), Caddo (1,062), Canadian (2,310), Cleveland (4,166), Comanche (1,495), Custer (1,413, 5.30%), Garfield (1,821), Harper (9.73%), Le Flore (1,118), Love (5.54%), Marshall (6.15%), Oklahoma (39,054, 5.32%), Texas (3,466, 17.59%), Tillman (7.94%), Tulsa (24,919), and Wagoner (1,227).

The following four counties have Vietnamese LEP persons that exceed 1,000 persons or 5% of the total population: Canadian (1,129), Cleveland (1,853), Oklahoma (3,736), and Tulsa (1,832).

The following one county has Chinese LEP persons that exceed 1,000 persons or 5% of the total population: Oklahoma (1,413).

Table 3. Summary of Safe Harbor Thresholds by County

Size of Language Group	Spanish	Vietnamese	Chinese
1,000 or more in the eligible population in the market area or among current beneficiaries:	Caddo (1,062), Canadian (2,310) , Cleveland (4,166), Comanche (1,495), Custer (1,413), Garfield (1,821) , Le Flore (1,118) , Oklahoma (39,054), Texas (3,466), Tulsa (24,919) , and Wagoner (1,227) .	Canadian (1,129) , Cleveland (1,853), Oklahoma (3,736), and Tulsa (1,832) .	Oklahoma (1,413).
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number:	Beaver (9.58%), Blaine (5.60%), Custer (5.30%), Harper (9.73%), Love (5.54%), Marshall (6.15%), Oklahoma (5.32%), Texas (17.59%), and Tillman (7.94%).	No counties	No counties

Source: U.S. Census Bureau. "C16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

Note: Red typeface are DR-4438 eligible/2019 CDBG-DR eligible counties.

Seventeen counties in Oklahoma exceed either the 1,000 person or the 5% threshold for LEP Spanish speakers. Only four counties exceed these thresholds for Vietnamese speakers, and only one county exceeds these thresholds for Chinese speakers. Oklahoma County is the most linguistically diverse county in the State, exceeding the thresholds for all three language groups.

FACTOR 1 SUMMARY

- Spanish is the second most common language in Oklahoma. The Spanish LEP population exceeds safe harbor thresholds of 1000-persons or greater than 5% proportion of LEP speakers in 17 out of 77 counties. Five of the fourteen counties are eligible to apply to Oklahoma's 2019 CDBG-DR program.
- Vietnamese is the third most common language in the state. This language group has a high proportion of LEP speakers (57%). 89% of the Vietnamese speaking population is concentrated in Canadian, Cleveland, Oklahoma, and Tulsa Counties. Canadian County and Tulsa County are eligible for Oklahoma's 2019 CDBG-DR program.
- Native languages are the fourth most common languages spoken in Oklahoma. This grouping includes Cherokee, Chickasaw, and Muskogee, among others. It does not have a high proportion of LEP speakers (14%) at the language group level. Data at the county level for this group is unavailable.
- Chinese is the fifth most common language in the state. This language group has a high proportion of LEP speakers (49%). Cleveland, Oklahoma, and Tulsa Counties represent 79% of the Chinese speaking population.

Factor 2: Frequency with which LEP persons encounter the program activity or service

Though ODOC/CD administers and is responsible for all the requirements of CDBG-DR, ODOC/CD itself has had no interaction with Limited English Proficient persons as of the most recent version of this plan. CDBG-DR staff anticipate a low probability of contact with LEP persons because of the administrative structure of the CDBG-DR program. The state provides funds only to subgrantees, and functions as a pass-through agency for HUD funds. The state's subgrantees are usually units of local government, councils of government, tribes, or nonprofits. ODOC in most circumstances does not directly aid beneficiaries. However, the State is responsible per the Federal

Register Notice to provide meaningful language access to Oklahoma’s 2019 CDBG-DR program and will hold subrecipients to the same standard.

It is reasonable to assume that ODOC/CD’s subgrantees (those entities directly responsible for working with beneficiaries) would have a greater probability of contact with LEP persons. Table 4 shows ODOC’s and subgrantees’ anticipated interaction with LEP persons.

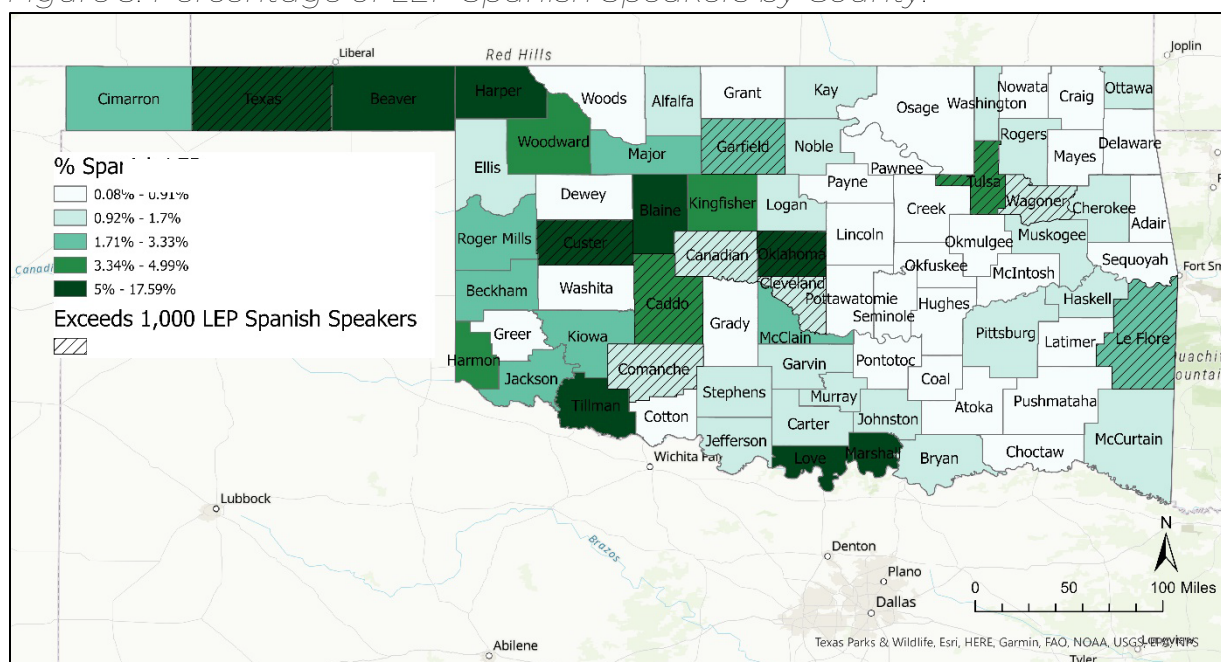
Table 4. Anticipated Interaction with LEP persons by 2019 CDBG-DR Activity.

2019 CDBG-DR Program	ODOC/CD Anticipated Interaction with LEP		Subgrantee Anticipated Interaction with LEP	
	Spanish	Vietnamese	Spanish	Vietnamese
Single-Family Housing Rehabilitation	Low	Low	High	Medium
Voluntary Buyout Program	Low	Low	High	Medium
Public Facilities and Improvements	Low	Low	Low	Low
Planning	Low	Low	Low	Low

Subgrantees are likely to encounter Spanish LEP persons throughout the State of Oklahoma (Figure 3). Oklahoma, Cleveland, Canadian, and Tulsa counties are the four counties where subgrantees are most likely to encounter Vietnamese LEP persons. Oklahoma County and Cleveland County are not eligible to be a part of Oklahoma’s 2019 CDBG-DR program. The housing programs (Single-Family Housing Rehabilitation, Voluntary Buyout Program) that are completed with individual homeowners and renters are much more likely to result in interactions with Spanish and Vietnamese LEP persons by their nature. In addition, one of the two Voluntary Buyout Programs that has been obligated will be taking place in Tulsa County, further increasing the likelihood of interaction with Vietnamese LEP persons (Figure 4).

Because data on Native language speakers is unavailable at the county level, it was excluded from further analysis. Chinese only exceeded the safe harbor threshold in one county, Oklahoma County, which is not eligible for 2019 CDBG-DR assistance. For this reason, the Chinese language group was not included in further analysis.

Figure 3. Percentage of LEP Spanish Speakers by County.



Note: See Table 6 in the Appendix for specific percentages and numbers of Spanish LEP speakers for each county.

Source: U.S. Census Bureau. "C16001: Language Spoken at Home for the Population 5 Years and Over." *2017-2021 American Community Survey 5-Year Estimates*. Retrieved from data.census.gov.

Public Facilities and Improvements and Planning programs are less likely to interact with LEP persons by nature. They are typically more administrative programs where the beneficiaries are not tracked or interacted with on an individual level. These activities are often completed through local governments or state agencies. The most likely time that these programs will encounter LEP persons is during public hearings. When compared with housing activities, which may encounter LEP persons daily, the anticipated interaction for Public Facilities and Improvements and Planning activities is low. However, when informing the public or soliciting feedback about the planned project, beneficiaries may be LEP, and are more likely to be Spanish or Vietnamese LEP, depending on the project location.

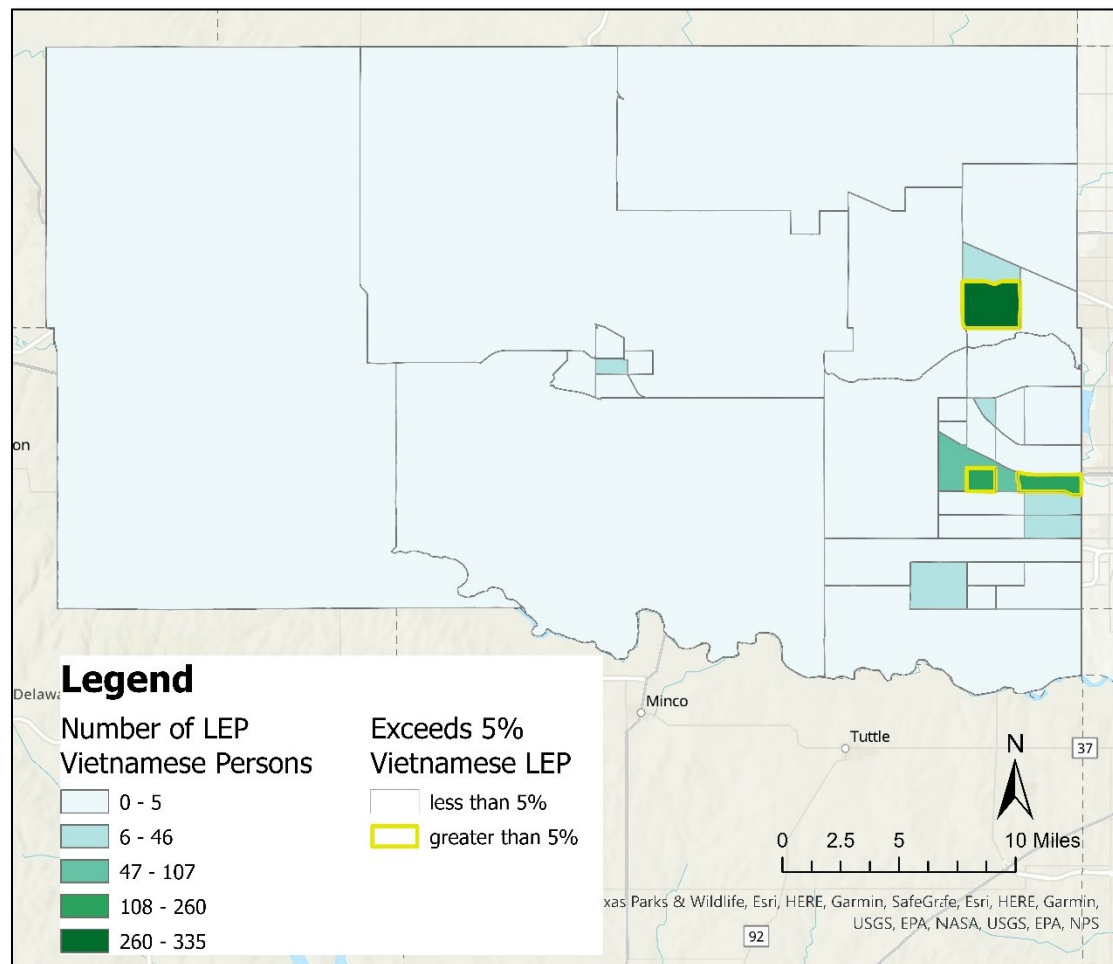
CENSUS TRACT MAPPING OF VIETNAMESE LEP POPULATIONS IN TULSA COUNTY AND CANADIAN COUNTY

Tulsa County and Canadian County are the only DR-4438 eligible counties with Vietnamese LEP persons that exceed the 1,000-person safe harbor thresholds at the *county geographical level*. It is important to precisely note where this population is to understand the likelihood of them encountering the CDBG-DR program. This is especially applicable for the Vietnamese

population, as this language group just barely exceeds the safe harbor threshold of 1,000 LEP persons in both Canadian and Tulsa Counties. The proportion of Vietnamese LEP persons does not exceed 5% of the eligible population in either county. Using the smallest geographical level available (census tract) for LEP, the Vietnamese LEP population was mapped out in both counties (Figure 4 and Figure 5).

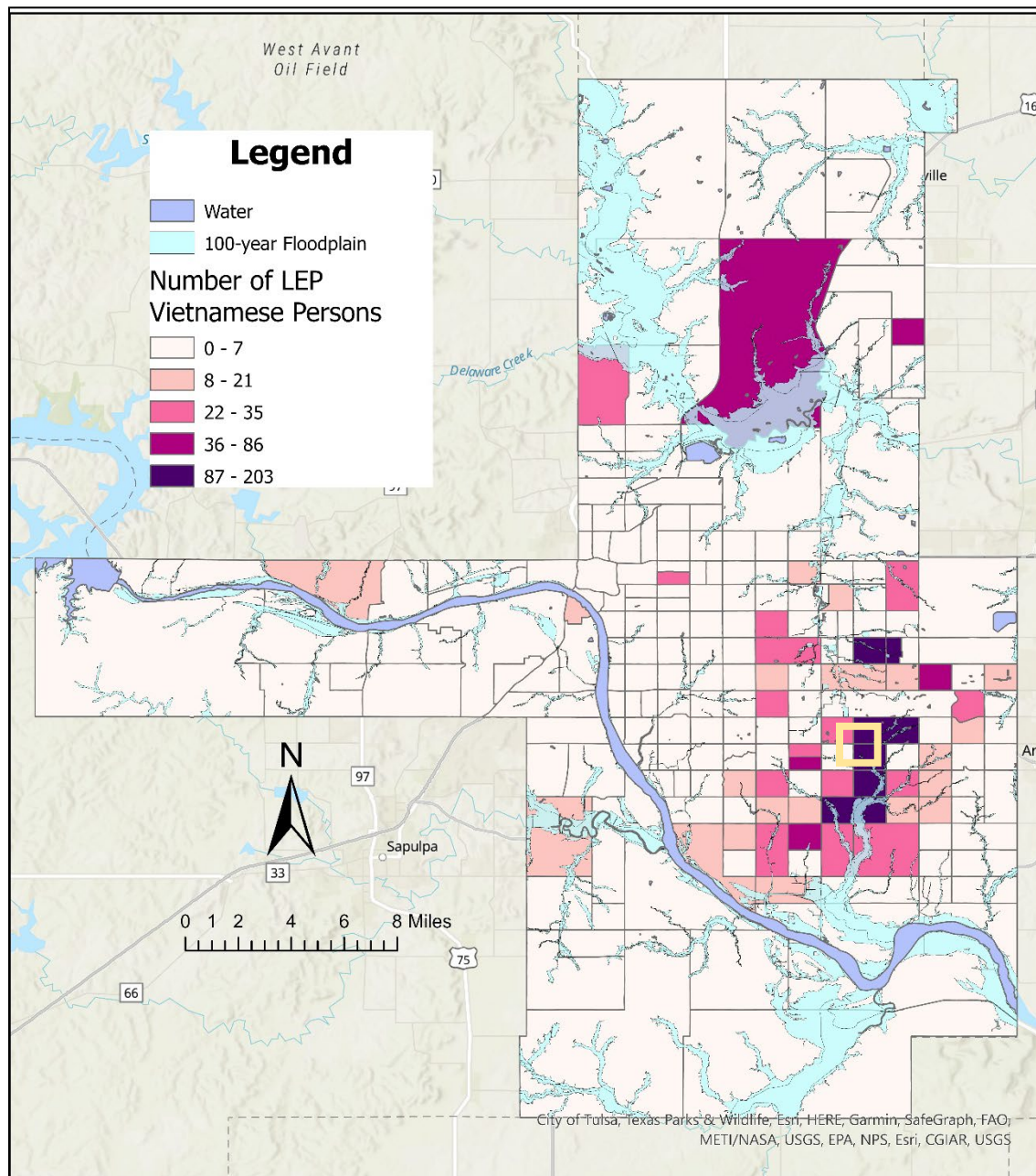
Mapping the Vietnamese LEP population provides a better understanding about the location and likelihood of encountering LEP persons in Oklahoma's 2019 CDBG-DR program (Figure 4, Figure 5). As the maps for Vietnamese LEP persons show, there are no census tracts that meet the 1,000-person safe harbor thresholds. Three census tracts and one census tract exceed the 5% threshold for Vietnamese LEP persons in Canadian County and Tulsa County, respectively (outlined in yellow).

Figure 4: LEP Vietnamese Persons in Canadian County.



Source: U.S. Census Bureau. "C16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

Figure 5: LEP Vietnamese Persons in Tulsa County by Census Tract.



Source: U.S. Census Bureau. "C16001: Language Spoken at Home for the Population 5 Years and Over." 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

Note: The census tract marked with a yellow square has a Vietnamese LEP population that exceeds 5% of the census tract's total population.

Vietnamese LEP speakers are primarily concentrated in the east-central area of Tulsa County. This area is far from the Arkansas River and the river's

floodplain, where the most impact from the 2019 disaster occurred. The river area also represents where Oklahoma's 2019 CDBG-DR activities will occur.

FACTOR 2 SUMMARY

- The State's 2019 CDBG-DR program has programs across the 27 eligible counties in Oklahoma. It is reasonable to expect that ODOC's subrecipients will encounter Spanish speaking LEP persons.
- Individual level programs, such as housing rehabilitation or buyouts, are more likely to encounter LEP persons. Public facilities and infrastructure programs serve area-wide populations and are less likely to encounter LEP persons.
- Canadian County is eligible for the State's CDBG-DR program and contains more than 1,000 Vietnamese LEP persons. For this reason, Canadian County was mapped at the census tract level (Figure 4). The map helps determine the frequency with which Vietnamese LEP speakers may encounter Oklahoma's 2019 CDBG-DR program, which is concentrated around flood prone areas, and areas where flooding occurred during the 2019 disaster.
- Tulsa County is eligible for the State's CDBG-DR program and contains more than 1,000 Vietnamese LEP persons. For this reason, Tulsa County was mapped at the census tract level (Figure 5). The map helps determine the frequency with which Vietnamese LEP speakers may encounter Oklahoma's 2019 CDBG-DR program, which is concentrated around flood prone areas, and areas where flooding occurred during the 2019 disaster.
- There are no census tracts that exceed 1,000 Vietnamese LEP persons in Canadian County or Tulsa County. There are three census tracts where Vietnamese LEP speakers comprise more than 5% of the population in Canadian County. There is one census tract in Tulsa County where Vietnamese LEP speakers comprise more than 5% of the population.
- Subgrantees operating rehabilitation or buyout programs in Canadian County and Tulsa County have a higher likelihood of encountering Vietnamese LEP persons.

Factor 3: Importance of the service, information, program, and/or activity

Oklahoma's 2019 CDBG-DR Program is designed to help communities and individuals impacted by the 2019 disaster achieve long-term recovery. In most cases, aid from FEMA, nonprofits, and other agencies has ended by the third

year after the disaster. The CDBG-DR funds can help address any remaining impact from the disaster that was not addressed by other funds.

For survivors with direct impacts to their homes and remaining unmet need, the housing programs are very important. The housing programs (Single-Family Housing Rehabilitation and Voluntary Buyout Program) are one of the last resources available for households impacted by the disaster. In some cases, households are still living in disaster-damaged homes that they cannot afford to repair. In other circumstances, households still live in homes in the floodplain that are at risk of additional flooding, damage, and personal harm and those households are not able to move. Oklahoma's 2019 CDBG-DR programs can help households in these circumstances and greatly improve a household's quality of life.

The Public Facilities and Improvements Program primarily consists of infrastructure projects to address remaining damage from the disaster. This program is important to communities without resources to repair damage to city streets, water and sewer infrastructure, and public buildings from the disaster. These activities are less likely to have an impact on life, death, or personal harm scenarios for beneficiaries than housing programs. However, this program can improve quality of life for a community.

The Planning Program is important for future flood and disaster prevention in the state. The budget for this program has been obligated to a project that will map floodplains throughout the state and help local governments make more informed decisions about developing land in a floodplain. This program is unlikely to have an immediate impact on an individual LEP person's life.

Of the 2019 CDBG-DR programs, the housing programs are the most important and the most likely to have direct impacts on survivors. All the 2019 CDBG-DR programs have the potential to improve the quality of life of beneficiaries.

Factor 4: Resources, financial and human, available to the recipient

The Oklahoma Department of Commerce has some already available resources for language assistance. ODOC/CD has two bilingual (English/Spanish) staff members available for LEP assistance, Jessica Izquierdo, and Jade Shain.

Other forms of language assistance offered by ODOC/CD include:

1. ODOC has a vendor (Language Associates) capable of providing in-person, telephone, and video interpretation services in many different languages including but not limited to:

Spanish, Vietnamese, Mandarin Chinese, Amharic, Cantonese, Italian, Korean, Russian, Ukrainian, Japanese, Urdu, Hindi, Farsi, Bengali, Malayalam, Laotian, German, French, Polish, Taiwanese, Gujarati, Punjabi, Marathi, Arabic, Hebrew, Portuguese, Turkish, Serbo-Croatian, Dutch, Tamil, Kickapoo, Hungarian, Tagalog, and Czech.

2. Written translation services in Spanish;
3. Notifications in program policies and procedures about the availability of other languages and requests for services; and
4. Website content translated into several different languages.

The State of Oklahoma's Department of Commerce currently has 1.5 FTE staff members dedicated to the 2019 CDBG-DR program, with other staff available as support when they have spare time. The state has \$1,817,650.00 million available for administrative costs for the entire DR program.

Subrecipients (UGLGs, COGs, state agencies, and tribal nations) of the 2019 CDBG-DR program have a wide variety of available resources and staff capacity. Some subrecipients have one person serving as a part time grant administrator, whereas other larger subrecipients can dedicate more full-time staff members to the program. Subrecipients are also limited in the amount of grant funds that they can expend on administrative and activity delivery costs, including translation or interpretation. ODOC is cognizant of the limited capacity of many subrecipients.

Language Access Plan

ODOC/CD Actions Based on Four Factor Analysis

Based on the Four Factor Analysis described above, ODOC/CD has reached several conclusions that will enhance the CDBG-DR program by providing meaningful, accurate, and timely access to the program for LEP individuals. Based on this LEP analysis, the state of Oklahoma will require Spanish translation of vital documents for all programs. The State will also require special outreach to Vietnamese populations for subgrantees operating individual-level programs in Canadian and Tulsa Counties. All beneficiaries of Oklahoma's CDBG-DR program, regardless of location, will continue to have access to interpretation services.

SPANISH TRANSLATION OF VITAL DOCUMENTS

Based on the Four Factor analysis, ODOC/CD has made the determination to translate vital documents into the Spanish language. Though ODOC/CD to date has had no contact with Spanish speaking LEP persons, it is reasonable to conclude that the State's subgrantees may encounter LEP Spanish speakers, because Spanish is the predominant second language in Oklahoma (274,323 speakers with 101,751 being LEP). The cost incurred by the State to translate vital documents into Spanish is both reasonable and necessary. Subgrantees administering CDBG-DR activities will translate applications, notices, brochures, and flyers into Spanish. For more information on which documents are considered vital, please see Table 5 on page 28.

VIETNAMESE TRANSLATION OF VITAL DOCUMENTS

Based on the Four Factor analysis, ODOC/CD has made the determination not to translate vital documents into Vietnamese at this time. Statewide, Vietnamese is spoken by 16,572 individuals with 9,585 being LEP. Canadian County, Cleveland County, Oklahoma County, and Tulsa County contain 89% of all of Oklahoma's Vietnamese LEP speakers. Canadian County and Tulsa County are the only counties eligible for CDBG-DR assistance that exceed the safe harbor threshold. Canadian County has 1,129 Vietnamese LEP persons and Tulsa County has 1,832 LEP Vietnamese speakers; however, there is only four census tracts in both counties that exceed the 5% or 1,000-person threshold (Figures 4 and 5). The two main CDBG-DR activities that will happen in Canadian and Tulsa Counties are less likely to occur in census tracts that exceed either number or proportion of Vietnamese LEP persons.

Though eligibility of the 2019 CDBG-DR program is based in part in which county a resident resides, *the specific activities have target areas* that are much smaller in scope than the county geographical level. The 2019 CDBG-DR program has two programs for homeowners located in the 100-year floodplain and surrounding areas that were impacted by flooding in 2019. In both Canadian and Tulsa Counties, the eligibility for the programs is dependent on whether a home was impacted by the disaster. As shown in the census tract analysis in Figures 4 and 5, there are no census tracts with Vietnamese LEP persons that exceed the 1,000 LEP safe harbor threshold. There are four census tracts with Vietnamese LEP persons that exceed the 5% LEP threshold. In both counties, the census tracts with the highest proportion of Vietnamese LEP speakers are in areas that were not as heavily impacted by the 2019 disaster.

The cost incurred by the State to translate all vital documents into Vietnamese is not reasonable or necessary at this time, because only two counties in the eligible geography exceeds the safe harbor threshold. ODOC/CD will, however, provide meaningful access to Vietnamese speakers (or any other language) using interpreters (either via the phone or in person) or through machine translation. The state is currently contracted with a vendor, Language Associates, that provides interpretation and translation into many different languages, including Vietnamese. ODOC will also require subgrantees operating individual-level programs in both Canadian and Tulsa Counties to do outreach for the program in Vietnamese. This can be achieved with flyers and brochures advertising the program in Vietnamese. This requirement applies to buyouts and single-family housing rehabilitation activities serving Canadian and Tulsa Counties.

ODOC/CD remains committed to ensuring that Vietnamese LEP persons have meaningful access to the 2019 CDBG-DR program. Staff is prepared to assist Vietnamese LEP persons using telephone services. Translation of parts of documents are available upon request.

CHINESE TRANSLATION OF VITAL DOCUMENTS

Based on the Four Factor analysis, ODOC/CD has made the determination not to translate vital documents into Chinese at this time. Statewide, Chinese is spoken by 9,806 individuals with 4,844 being LEP. No counties in Oklahoma that are eligible for assistance from Oklahoma's 2019 CDBG-DR program exceed the safe harbor thresholds for Chinese LEP speakers.

The cost incurred by the State to translate vital documents into Chinese is not reasonable or necessary at this time. ODOC/CD will, however, provide meaningful access to Chinese speakers (or any other language) using

interpreters (either via the phone or in person) or through machine translation. The state is currently contracted with a vendor, Language Associates, that provides interpretation and translation into many different languages, including Mandarin and other Chinese languages.

ODOC/CD remains committed to ensure that Chinese LEP persons have meaningful access to the 2019 CDBG-DR program. Staff is prepared to assist LEP persons using telephone services. Translation of parts of documents are available upon request.

SUMMARY OF ACTIONS

The Oklahoma Department of Commerce will:

- Translate vital documents into the Spanish language.

Subgrantees of the Oklahoma Department of Commerce will:

- Translate applications, brochures, and flyers into the Spanish language.
- Promote CDBG-DR programs in Canadian and Tulsa Counties in the Vietnamese language.

For more information about which documents in the CDBG-DR are considered vital documents, refer to the CDBG-DR Vital Document Matrix (Table 5) on page 33 in this document.

Vital Documents

HUD defines a vital document as:

"[...] any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner. For instance, applications for auxiliary activities, such as certain recreational programs in public housing, would not generally be considered a vital document, whereas applications for housing would be considered vital. However, if the major purpose for funding the recipient were its recreational program, documents related to those programs would be considered vital.

Where appropriate, recipients are encouraged to create a plan for consistently determining, over time and across its various activities, what documents are “vital” to the meaningful access of the LEP populations they serve.” Federal Register Notice Vol. 72, No. 13. January 22, 2007⁸.

A document may be considered a vital document if there is a consequence to the LEP individual if they do not receive timely and accurate information about a program or their rights about the program. For example, documents that relate to eligibility, notices of rights, denial, loss, or decreases in benefits of services, or documents related to a Public Hearing for the CDBG-DR program, can be vital documents.

WHEN IS THE TRANSLATION OF VITAL DOCUMENTS RECOMMENDED?

The January 22, 2007, Federal Register Notice⁹ states the following (emphasis added):

Safe Harbor for Written Translations: Q&A XX explains how the four-factor analysis and the recipient’s subsequent actions may be used to provide a “safe harbor” for written translations. HUD LEP Guidelines in Paragraph VI(B)(3) explains how certain recipient activities would constitute a “safe harbor” against a HUD finding that the recipient had not made reasonable efforts to provide written language assistance. As has already been noted, this Guidance is not intended to provide a definitive answer governing the translation of written documents for all recipients, nor one that is applicable in all cases and for all situations. Rather, in drafting the “safe harbor” and vital documents provisions of the Guidance, HUD sought to provide one, but not necessarily the only point of reference for when a recipient should consider translations of documents (or the implementation of alternatives to translating such documents). The recipient should consider its particular program or activity, the document or information in question, and the potential LEP populations served.

Safe harbor thresholds (in number and proportion) of LEP persons are one element of several other elements that ODOC/CD must consider when determining whether to translate vital documents. It is the holistic analysis of all four factors that guide whether translation is necessary.

⁸ See: https://www.lep.gov/sites/lep/files/resources/HUD_guidance_Jan07.pdf

⁹ A copy of the Federal Register Notice can be found in the Appendix.

The Federal Register Notice does not require (“shall”) the translation of vital documents that exceed the safe harbor thresholds in either number, proportion, or both. The language used is “recommended” and “should”.

There appears to be a geographical component when considering safe harbor thresholds under Factor 1. This reoccurring theme is stated in the Federal Register Notice in several ways. For example, the translation of vital documents is recommended in cases where the number or proportion of each LEP language group is *“eligible to be served and/or likely to be affected by the recipients’ program”*. ODOC/CD should evaluate *“the number and proportion of LEP persons served or eligible to be served in the target area population”*. In summary, the need to translate vital documents, notwithstanding safe harbor thresholds that may have been exceeded, is partly a job of understanding the geography of the eligible activities in CDBG-DR.

CDBG-DR VITAL DOCUMENT MATRIX

ODOC/CD has carefully reviewed all the documents that pertain to the CDBG-DR program and has developed a matrix that looks at each document in the CDBG-DR program, the intended audience, whether the document is considered vital, and which entity is responsible for translation (Table 5).

Table 5: Vital Documents Matrix

CDBG-DR Document	Primary Audience	Secondary Audience	Vital Document	Justification	ODOC/CD Translated Document	Subrecipient Translated Document	Translated Languages
Application Forms	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services.	No	Yes	Spanish
CDBG-DR Action Plan	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Describes eligibility.	Yes	No	Spanish
CDBG-DR Action Plan Substantial Amendments	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Describes eligibility.	Yes	No	Spanish
CDBG-DR Policies and Procedures Manual	Subrecipients/HUD	Beneficiaries	No	N/A	N/A	N/A	N/A
Citizen Participation Plan	Subrecipients/HUD	Beneficiaries	No	N/A	N/A	N/A	N/A
HUD Reporting Documents	HUD	Beneficiaries	No	N/A	No	No	N/A
Language Access Plan	Subrecipients/HUD	Beneficiaries	No	N/A	N/A	N/A	N/A
Notice of Public Comment	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Citizen participation.	Yes	Yes	Spanish
Notice of Public Hearing	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Citizen participation.	Yes	Yes	Spanish
Notices of Denial	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Notice of rights.	N/A	Yes	Spanish
Program flyers	Beneficiaries	Subrecipients/HUD	Yes	Access to program and/or services; Notice of rights.	Yes	Yes	Spanish
Program Guidelines	Subrecipients/HUD	Beneficiaries	No	N/A	No	No	N/A

ODOC/CD considers the following documents to be “vital documents” in the 2019 CDBG-DR program:

1. **Application Forms:** This document is critical because beneficiaries need to understand eligibility, program requirements, and more. Subrecipients are required to provide translations of all Application forms for beneficiaries.
2. **2019 CDBG-DR Action Plan:** This document is the core document of the CDBG-DR program. Without an approved Action Plan by HUD, the State of Oklahoma would not have a Disaster Recovery plan for the severe storms that occurred in 2019. Oklahomans (“beneficiaries”) have the right to have access to and understand this document so that they can determine whether they qualify for the program. ODOC/CD is required to provide translations of the 2019 CDBG-DR Action Plan.
3. **2019 CDBG-DR Action Plan Substantial Amendments:** Substantial changes to the Action Plan are required to be translated. ODOC/CD will undertake these translations.
4. **Notification of Public Comment/Notification of Public Hearing:** These documents are critical to the CDBG-DR program because they alert the public that ODOC/CD has proposed a Substantial Amendment and/or soliciting meaningful feedback from the public about the program. For subrecipients, public comments and public hearings are the primary way that community feedback is solicited for program design, environmental impacts, and more. ODOC and subrecipients will be required to translate these documents into Spanish where applicable.
5. **Notices of Denial:** These types of documents are critical for LEP persons to understand why their application is denied. Subgrantees are required to translate Notices of Denial.
6. **Program Flyers:** Flyers are brief descriptions of a program or activity in the CDBG-DR program. They provide a basic understanding about the program, general requirements, and limitations. ODOC/CD is required to translate program flyers. If subrecipients develop their own flyers, those need to be translated as well.

Outreach to LEP Persons

ODOC/CD engages in the following outreach efforts for LEP persons:

1. The CDBG-DR website is available in multiple languages (French, German, Italian, Japanese, Spanish, and Vietnamese).
2. Vital documents are translated as described in this Language Access Plan.

3. ODOC/CD provides oral interpretation via bilingual staff and telephone interpretation services.
4. Notices of Public Hearing and Notices of Public Comment are translated into Spanish as described in this Language Access Plan. These notices are published in three locations: (1) The CDBG-DR website; (2) The Oklahoman Newspaper; and (3) on social media (Facebook and Twitter).
5. ODOC/CD staff seeks out interviews with language specific media. For example, Taylor Huizenga met with KTUZ-TV, a Telemundo affiliated television station in Oklahoma City, to get the word out about the Single-family Housing Rehabilitation program. In addition, language specific media is contacted via e-mail when Notices of Public Hearings or Notices of Public Comments are published.
6. The development of brochures, flyers, announcements, and notices on the CDBG-DR website.
7. Vietnamese language outreach and promotion is required for housing programs in Tulsa County.
8. All vital documents will contain:
 - a. Contact information to request translation and/or interpretation services; and
 - b. A notice that the document is available in Spanish.

Updates to the Language Access Plan

On an annual basis (by June of each year while the CDBG-DR program is active), ODOC/CD will, as necessary:

1. Assess whether the needs of current and potential LEP persons are met. Census Data will be used to determine whether the number or proportion of LEP persons has increased or decreased in all 77 counties in Oklahoma.
2. Update the Four Factor Analysis as each of the four factors change over time.
3. Update the Vital Documents Matrix.
4. Update the LEP outreach initiatives.
5. Identify gaps where language assistance is needed to meet LEP needs.
6. Continually seek to enhance outreach to LEP persons.

Appendix

Additional Data

Table 6: All Languages Spoken in Oklahoma and LEP Populations.

Language	Total Speakers	Total LEP	Percentage LEP	Percentage of State Population
All Speakers	3,695,207	142,223	-	3.85%
Speak only English	3,298,124	-	-	89.25%
Spanish	274,323	101,751	37.09%	7.42%
Vietnamese	16,752	9,585	57.22%	0.45%
Other Native languages of North America	13,190	1,884	14.28%	0.36%
Chinese (incl. Mandarin, Cantonese)	9,806	4,844	49.40%	0.27%
German	8,559	1,451	16.95%	0.23%
Other languages of Asia	6,093	4,009	65.80%	0.16%
Arabic	5,656	1,461	25.83%	0.15%
French (incl. Cajun)	5,301	1,006	18.98%	0.14%
Hmong	4,787	1,954	40.82%	0.13%
Ilocano, Samoan, Hawaiian, or other Austronesian languages	4,213	1,832	43.48%	0.11%
Tagalog (incl. Filipino)	4,190	1,117	26.66%	0.11%
Korean	3,795	1,726	45.48%	0.10%

Yoruba, Twi, Igbo, or other languages of Western Africa	2,851	526	18.45%	0.08%
Hindi	2,833	518	18.28%	0.08%
Thai, Lao, or other Tai-Kadai languages	2,704	1,206	44.60%	0.07%
Russian	2,602	665	25.56%	0.07%
Swahili or other languages of Central, Eastern, and Southern Africa	2,351	550	23.39%	0.06%
Malayalam, Kannada, or other Dravidian languages	2,129	542	25.46%	0.06%
Urdu	2,128	400	18.80%	0.06%
Persian (incl. Farsi, Dari)	1,879	430	22.88%	0.05%
Japanese	1,738	673	38.72%	0.05%
Nepali, Marathi, or other Indic languages	1,655	263	15.89%	0.04%
Yiddish, Pennsylvania Dutch, or other West Germanic languages	1,557	209	13.42%	0.04%
Portuguese	1,465	491	33.52%	0.04%
Other Indo-European languages	1,404	186	13.25%	0.04%
Bengali	1,399	400	28.59%	0.04%
Telugu	1,371	278	20.28%	0.04%
Tamil	1,285	178	13.85%	0.03%

Gujarati	1,215	312	25.68%	0.03%
Other and unspecified languages	1,202	194	16.14%	0.03%
Amharic, Somali, or other Afro-Asiatic languages	1,116	468	41.94%	0.03%
Italian	958	139	14.51%	0.03%
Hebrew	947	26	2.75%	0.03%
Ukrainian or other Slavic languages	938	288	30.70%	0.03%
Polish	732	195	26.64%	0.02%
Punjabi	464	70	15.09%	0.01%
Serbo-Croatian	296	72	24.32%	0.01%
Navajo	275	17	6.18%	0.01%
Khmer	274	159	58.03%	0.01%
Haitian	247	85	34.41%	0.01%
Greek	213	30	14.08%	0.01%
Armenian	190	33	17.37%	0.01%

Table 7: Languages Spoken and LEP Speakers for All Counties in Oklahoma

County	[A] Total Speakers (All Languages including languages not noted here)	[B] English Only	[C] % English Only	[D] Total Spanish speakers	[E] Total Spanish LEP	[F] % Of LEP Spanish speakers	[G] % Of LEP Spanish speakers vs Total speakers of all languages in county	[H] Total Vietnamese speakers	[I] Total Vietnamese LEP	[J] % Of LEP Vietnamese speakers	[K] % Of LEP Vietnamese vs Total speakers of all languages in county	[L] Total Chinese speakers	[N] Total Chinese LEP	[O] % Of LEP Chinese speakers	[P] % Of LEP Chinese speakers vs Total speakers of all languages in county
			[B]/[A]x100			[E]/[D]x100	[E]/[A]x100			[I]/[H]x100	[I]/[A]x100			[N]/[L]x100	[O]/[A]x100
Adair	18,396	17,168	93.32%	493	108	22%	0.59%	57	57	100.00%	0.31%	2	2	100.00%	0.01%
Alfalfa	5,454	5,168	94.76%	218	80	37%	1.47%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Atoka	13,301	12,794	96.19%	308	90	29%	0.68%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Beaver	4,814	3,748	77.86%	1,040	461	44%	9.58%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Beckham	20,972	18,790	89.60%	1,843	428	23%	2.04%	0	0	Undefined	0.00%	102	0	0.00%	0.00%
Blaine	8,286	7,246	87.45%	873	464	53%	5.60%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Bryan	42,849	40,419	94.33%	1,665	530	32%	1.24%	23	19	82.61%	0.04%	31	7	22.58%	0.02%
Caddo	25,451	23,010	90.41%	1,923	1,062	55%	4.17%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Canadian	141,216	128,460	90.97%	7,810	2,310	30%	1.64%	1,864	1,129	60.57%	0.80%	89	26	29.21%	0.02%
Carter	44,842	41,313	92.13%	2,182	761	35%	1.70%	184	35	19.02%	0.08%	43	19	44.19%	0.04%
Cherokee	44,576	40,953	91.87%	1,846	611	33%	1.37%	9	1	11.11%	0.00%	46	15	32.61%	0.03%
Choctaw	13,332	12,688	95.17%	319	59	18%	0.44%	0	0	Undefined	0.00%	14	2	14.29%	0.02%
Cimarron	2,143	1,665	77.69%	418	61	15%	2.85%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Cleveland	276,994	247,910	89.50%	15,072	4,166	28%	1.50%	3,442	1,853	53.83%	0.67%	2,405	950	39.50%	0.34%
Coal	4,948	4,745	95.90%	78	36	46%	0.73%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Comanche	113,202	101,556	89.71%	5,738	1,495	26%	1.32%	321	186	57.94%	0.16%	131	97	74.05%	0.09%
Cotton	5,322	5,031	94.53%	159	15	9%	0.28%	0	0	Undefined	0.00%	10	0	0.00%	0.00%
Craig	13,424	13,069	97.36%	222	122	55%	0.91%	38	20	52.63%	0.15%	15	4	26.67%	0.03%
Creek	67,519	65,141	96.48%	1,787	510	29%	0.76%	62	50	80.65%	0.07%	80	72	90.00%	0.11%
Custer	26,663	22,916	85.95%	3,190	1,413	44%	5.30%	107	65	60.75%	0.24%	143	13	9.09%	0.05%
Delaware	38,626	36,956	95.68%	649	205	32%	0.53%	12	8	66.67%	0.02%	35	8	22.86%	0.02%
Dewey	4,264	4,017	94.21%	137	16	12%	0.38%	0	0	Undefined	0.00%	5	5	100.00%	0.12%
Ellis	3,604	3,414	94.73%	140	47	34%	1.30%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Garfield	58,534	51,259	87.57%	4,702	1,821	39%	3.11%	1	1	100.00%	0.00%	240	175	72.92%	0.30%
Garvin	24,310	22,736	93.53%	1,357	293	22%	1.21%	22	0	0.00%	0.00%	20	0	0.00%	0.00%
Grady	51,704	50,217	97.12%	1,250	334	27%	0.65%	2	0	0.00%	0.00%	20	9	45.00%	0.02%
Grant	3,933	3,816	97.03%	78	3	4%	0.08%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Greer	5,250	4,869	92.74%	362	38	10%	0.72%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Harmon	2,408	1,963	81.52%	428	104	24%	4.32%	3	0	0.00%	0.00%	0	0	Undefined	0.00%
Harper	3,144	2,445	77.77%	670	306	46%	9.73%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Haskell	11,022	10,582	96.01%	363	111	31%	1.01%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Hughes	12,670	11,705	92.38%	527	95	18%	0.75%	0	0	Undefined	0.00%	29	25	86.21%	0.20%
Jackson	23,218	19,494	83.96%	3,259	773	24%	3.33%	12	0	0.00%	0.00%	37	0	0.00%	0.00%
Jefferson	5,146	4,783	92.95%	321	64	20%	1.24%	0	0	Undefined	0.00%	0	0	Undefined	0.00%

Johnston	9,829	9,546	97.12%	223	99	44%	1.01%	5	5	100.00%	0.05%	2	0	0.00%	0.00%
Kay	41,139	38,748	94.19%	1,915	533	28%	1.30%	0	0	Undefined	0.00%	12	0	0.00%	0.00%
Kingfisher	14,311	11,897	83.13%	1,906	699	37%	4.88%	0	0	Undefined	0.00%	173	173	100.00%	1.21%
Kiowa	7,948	7,428	93.46%	424	167	39%	2.10%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Latimer	9,004	8,755	97.23%	146	31	21%	0.34%	28	0	0.00%	0.00%	0	0	Undefined	0.00%
Le Flore	45,416	42,821	94.29%	2,160	1,118	52%	2.46%	44	32	72.73%	0.07%	16	4	25.00%	0.01%
Lincoln	31,752	31,233	98.37%	285	75	26%	0.24%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Logan	46,189	43,590	94.37%	2,143	697	33%	1.51%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Love	9,474	8,196	86.51%	1,184	525	44%	5.54%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
McClain	38,925	36,385	93.47%	2,261	896	40%	2.30%	5	5	100.00%	0.01%	36	30	83.33%	0.08%
McCurtain	28,964	26,955	93.06%	951	377	40%	1.30%	149	98	65.77%	0.34%	4	4	100.00%	0.01%
McIntosh	18,066	17,748	98.24%	99	91	92%	0.50%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Major	7,286	6,918	94.95%	362	237	65%	3.25%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Marshall	14,432	12,087	83.75%	2,174	887	41%	6.15%	0	0	Undefined	0.00%	3	0	0.00%	0.00%
Mayes	36,996	35,087	94.84%	693	214	31%	0.58%	46	14	30.43%	0.04%	19	13	68.42%	0.04%
Murray	12,971	12,370	95.37%	381	183	48%	1.41%	0	0	Undefined	0.00%	17	0	0.00%	0.00%
Muskogee	62,537	59,080	94.47%	2,407	635	26%	1.02%	125	116	92.80%	0.19%	36	7	19.44%	0.01%
Noble	10,324	9,990	96.76%	210	119	57%	1.15%	0	0	Undefined	0.00%	1	1	100.00%	0.01%
Nowata	8,885	8,655	97.41%	98	7	7%	0.08%	25	6	24.00%	0.07%	0	0	Undefined	0.00%
Okfuskee	10,789	10,170	94.26%	146	23	16%	0.21%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Oklahoma	734,146	605,856	82.53%	97,460	39,054	40%	5.32%	6,290	3,736	59.40%	0.51%	2,343	1,193	50.92%	0.16%
Okmulgee	34,860	33,714	96.71%	542	151	28%	0.43%	0	0	Undefined	0.00%	12	12	100.00%	0.03%
Osage	43,741	42,529	97.23%	689	167	24%	0.38%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Ottawa	28,532	26,896	94.27%	1,059	421	40%	1.48%	17	13	76.47%	0.05%	64	22	34.38%	0.08%
Pawnee	14,738	14,415	97.81%	186	46	25%	0.31%	20	12	60.00%	0.08%	0	0	Undefined	0.00%
Payne	77,754	71,512	91.97%	1,815	453	25%	0.58%	44	33	75.00%	0.04%	1,029	820	79.69%	1.05%
Pittsburg	41,269	39,635	96.04%	1,229	467	38%	1.13%	23	0	0.00%	0.00%	25	22	88.00%	0.05%
Pontotoc	35,576	33,890	95.26%	800	244	31%	0.69%	53	19	35.85%	0.05%	75	29	38.67%	0.08%
Pottawatomie	67,983	65,060	95.70%	1,522	383	25%	0.56%	94	20	21.28%	0.03%	46	30	65.22%	0.04%
Pushmataha	10,278	9,910	96.42%	174	63	36%	0.61%	16	0	0.00%	0.00%	0	0	Undefined	0.00%
Roger Mills	3,275	3,132	95.63%	125	72	58%	2.20%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Rogers	89,208	84,297	94.49%	2,731	856	31%	0.96%	116	54	46.55%	0.06%	98	58	59.18%	0.07%
Seminole	22,284	21,431	96.17%	452	165	37%	0.74%	0	0	Undefined	0.00%	5	5	100.00%	0.02%
Sequoyah	37,087	35,071	94.56%	974	330	34%	0.89%	46	46	100.00%	0.12%	26	15	57.69%	0.04%
Stephens	40,479	38,246	94.48%	1,822	544	30%	1.34%	64	58	90.63%	0.14%	13	3	23.08%	0.01%
Texas	19,701	11,086	56.27%	7,546	3,466	46%	17.59%	25	18	72.00%	0.09%	0	0	Undefined	0.00%
Tillman	6,649	5,562	83.65%	1,048	528	50%	7.94%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Tulsa	618,086	525,127	84.96%	64,156	24,919	39%	4.03%	3,251	1,832	56.35%	0.30%	1,928	782	40.56%	0.13%
Wagoner	75,826	70,320	92.74%	3,705	1,227	33%	1.62%	52	9	17.31%	0.01%	19	7	36.84%	0.01%
Washington	49,138	45,774	93.15%	2,159	684	32%	1.39%	55	35	63.64%	0.07%	238	127	53.36%	0.26%
Washita	10,321	9,809	95.04%	454	66	15%	0.64%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Woods	8,227	7,908	96.12%	217	72	33%	0.88%	0	0	Undefined	0.00%	0	0	Undefined	0.00%
Woodward	19,275	17,239	89.44%	1,863	768	41%	3.98%	0	0	Undefined	0.00%	69	58	84.06%	0.30%

Source: U.S. Census Bureau. “C16001: Language Spoken at Home for the Population 5 Years and Over.” 2017-2021 American Community Survey 5-Year Estimates. Retrieved from data.census.gov.

Change History to this Document

Version	Date	Description	Staff
0	02-18-2022	Draft LAP created. Sent to HUD and FHEO on 02-22-22 for review comments.	Jade Shain
0.1	03-03-2022	Created a Vital Document Matrix. Added additional information to ODOC/CD LEP outreach efforts.	Jade Shain
0.2	03-12-2022	Received FHEO comments that <i>recommended</i> translation into Vietnamese and Chinese. Added additional analysis to LAP at the census tract level to show that translation into these languages is not reasonable now. Internal review of document requested.	Jade Shain
0.3	03-17-2022	Adjusted fonts and styles to meet the Style Guide.	Jade Shain
0.4	03-31-2022	Internal review comments received based on 0.2. Adjustments made to the document.	Jade Shain
1	04-15-2022	Published on the 2019 CDBG-DR website.	Jade Shain
1.1	08-10-2022	Removed text justification; align left	Rebecca LaVictoire
2	03-15-2023	Updated data, maps, and tables in the document to reflect newly available 2021 ACS data. Added recommendation for Vietnamese language outreach in Tulsa County. Made improvements to layout and language for clarity (copy editing).	Rebecca LaVictoire

Federal Register Notice January 22, 2007

A copy of the register notice is included in this Language Access Plan as an attachment.

Executive Order 13166—Improving Access to Services for Persons with Limited English Proficiency

For Immediate Release

August 11, 2000

EXECUTIVE ORDER 13166

IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

By the authority vested in me as President by the Constitution and the laws of the United States of America, and to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP), it is hereby ordered as follows:

Section 1. Goals.

The Federal Government provides and funds an array of services that can be made accessible to otherwise eligible persons who are not proficient in the English language. The Federal Government is committed to improving the accessibility of these services to eligible LEP persons, a goal that reinforces its equally important commitment to promoting programs and activities designed to help individuals learn English. To this end, each Federal agency shall examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency shall also work to ensure that recipients of Federal financial assistance (recipients) provide meaningful access to their LEP applicants and beneficiaries. To assist the agencies with this endeavor, the Department of Justice has today issued a general guidance document (LEP Guidance), which sets forth the compliance standards that recipients must follow to ensure that the programs and activities they normally provide in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations. As described in the LEP Guidance, recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Sec. 2. Federally Conducted Programs and Activities.

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities. Agencies shall develop and begin to implement these plans within 120 days of the date of this order and shall send copies of their plans to the Department of Justice, which shall serve as the central repository of the agencies' plans.

Sec. 3. Federally Assisted Programs and Activities.

Each agency providing Federal financial assistance shall draft title VI guidance specifically tailored to its recipients that is consistent with the LEP Guidance issued by the Department of Justice. This agency-specific guidance shall detail how the general standards established in the LEP Guidance will be applied to the agency's recipients. The agency-specific guidance shall take into account the types of services provided by the recipients, the individuals served by the recipients, and other factors set out in the LEP Guidance. Agencies that already have developed title VI guidance that the Department

of Justice determines is consistent with the LEP Guidance shall examine their existing guidance, as well as their programs and activities, to determine if additional guidance is necessary to comply with this order. The Department of Justice shall consult with the agencies in creating their guidance and, within 120 days of the date of this order, each agency shall submit its specific guidance to the Department of Justice for review and approval. Following approval by the Department of Justice, each agency shall publish its guidance document in the Federal Register for public comment.

Sec. 4. Consultations.

In carrying out this order, agencies shall ensure that stakeholders, such as LEP persons and their representative organizations, recipients, and other appropriate individuals or entities, have an adequate opportunity to provide input. Agencies will evaluate the particular needs of the LEP persons they and their recipients serve and the burdens of compliance on the agency and its recipients. This input from stakeholders will assist the agencies in developing an approach to ensuring meaningful access by LEP persons that is practical and effective, fiscally responsible, responsive to the particular circumstances of each agency, and can be readily implemented.

Sec. 5. Judicial Review.

This order is intended only to improve the internal management of the executive branch and does not create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its agencies, its officers or employees, or any person.

WILLIAM J. CLINTON

THE WHITE HOUSE,
August 11, 2000.

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Thank you for reading the 2019 CDBG-DR Language Access Plan!